



RICHARD J. CODEY  
ACTING GOVERNOR

STATE OF NEW JERSEY  
DEPARTMENT OF PERSONNEL

ROLANDO TORRES, JR.  
COMMISSIONER

**Merit System Board**

**SUPPLEMENTAL AGENDA OF REGULAR MEETING OF  
THE MERIT SYSTEM BOARD  
AUGUST 10, 2005**

**Rolando Torres, Jr., Chairman  
Flavella Branham  
John Currie  
Margaret E.L. Howard  
Robert Long**

**DATE:** August 1, 2005

**TO:** Rolando Torres Jr., Commissioner  
Department of Personnel

**FROM:** Elizabeth Van Marter, Director  
Human Resource Management

**SUBJECT:** Change in the State Classification Plan

**DEPARTMENT OF PERSONNEL**

The Department of Personnel requests the creation of a new trainee title for department-specific use. The Department has used the Personnel Trainee title in the past to staff both Personnel Assistant 4 and Human Resource Consultant 1 positions. However, we now believe that a distinct Trainee title is necessary for testing and staffing purposes. This action will enable the Department to recruit qualified eligibles and provide them with the training necessary to perform these unique personnel duties.

**ADDITION OF TITLE**

Effective: 08/06/05

Human Resource Consultant Trainee  
P95-\_\_\_\_\_ Career F 35/12

**DATE:** July 22, 2005

**TO:** Rolando Torres, Jr., Commissioner  
Department of Personnel

**FROM:** Elizabeth Van Marter, Director  
Human Resource Management

**SUBJECT:** Change in the State Classification Plan

### **MOTOR VEHICLE COMMISSION**

The Motor Vehicle Commission requests the creation of a new title series to comply with the recommendations of the "FIX DMV" Commission. These recommendations call for the increase in security required to safeguard facilities, documents and personnel. The Commission has established a centralized Security and Investigations Unit to implement, monitor, evaluate and investigate security issues. Investigations staff conduct assessments, covert and overt investigations, vulnerability tracking, threat identification and policy compliance monitoring.

The requested titles will provide for the proper classification of staff, many of whom were hired as temporary appointments with extensive investigative experience. The entry level will be designated as non-competitive for one year to effect appointments, effective with the pay period beginning June 11, 2005. Incumbents with temporary status will be cross-walked to the interim non-competitive title, and have their salaries red-circled. The entry level title will be reallocated to the career service effective pay period #13, 2006.

The Office of Employee Relations has reviewed and established the bargaining units; and it has designated these positions confidential.

### **ESTABLISHMENT OF NEW TITLES**

Effective: 06-11-05

Chief of Investigations, NJ Motor Vehicle Commission  
S32-\_\_\_\_\_ C O NL/12

Supervising Investigator, NJ Motor Vehicle Commission  
R29-\_\_\_\_\_ C O NL/12

Investigator 2, NJ Motor Vehicle Commission  
P26-\_\_\_\_\_ C O NL/12

Investigator 1, NJ Motor Vehicle Commission  
I23-\_\_\_\_\_ NC O NE/12

**TO:** Rolando Torres, Jr., Commissioner  
Department of Personnel

**FROM:** Elizabeth M. Van Marter, Director  
Human Resource Management

**SUBJECT:** Allocation to the Senior Executive Service

**DATE:** August 4, 2005

**MOTOR VEHICLE COMMISSION**

The Motor Vehicle Commission has requested that the following positions be allocated to the Senior Executive Service.

Deputy Director, Financial Management: This position will report to the SES position, Director, Financial Management. The Deputy Director position has substantial managerial responsibility in that it supervises a Manager 2 Fiscal Resources (M 34), and directs staff in the areas of purchasing, financial control of the Commission's programs, operating funds, dedicated revenues, capital and state funds, preparation of the Commission's financial statements and budget, and disbursement of funds.

Director, Information Technology: This requested SES position will report to an Executive Director who functions as the Chief Operating Officer for the Commission. The requested SES position has substantial managerial responsibility in that it supervises a Manager 1, Information Processing (M 32), and oversees a staff of approximately 60 in the planning and implementation of all informational technology systems within the Commission. The operating budget of the Division is \$16,400,000. Some of the programs covered by this position are MVC Quality Assurance, the Digitized Driver License (DDL), Organ Donor projects, and maintenance of the MVC database.

Deputy Director, Agency Operations: This proposed SES position will report to an SES Director, Agency Operations, and oversees a Manager 2, DMV (M 33) and a Government Representative 1 (X 98). A staff of over 1300 report to these two positions, with a budget of \$47,000,000. Substantial managerial and policy executing responsibility are assigned to this proposed SES position in that it assists in the management of all of the MVC agencies and related functions, which constitute a major portion of the operations of the Commission. This position also develops and implements policies and procedures, and strategic plans to meet the goals and objectives of the Commission.

Deputy Director, Driver Management and Regulatory Affairs: This proposed SES position will report to the SES Director, Driver Management and Regulatory Affairs and direct all administrative support, planning, human resources, fiscal operations, and legislative outreach programs for the Division, in addition to overseeing program activities for five major program areas of the Division. The budget for this Division is approximately \$30,000,000, with a staff of 300. The requested position has substantial managerial responsibility in that it encompasses significant operating, program, and administrative oversight of Commission functions.

Deputy Director, Operations Support: The proposed SES position will report to the SES Director, Operations Support. This Division consists of four major bureaus. The operating budget of the Division is approximately \$28,000,000, with a staff of about 489. The position has substantial managerial responsibility in that it assists in the oversight of another major operation of the MVC, including the Agency Help Line, Records Management, and Access DMV. The position also has responsibility for assisting in the formation of policy, procedures, and goals of the Division. I recommend approval of these requests.

**Reallocation of Positions to SES**

Effective: April 30, 2005

**From:**

Manager 2, DMV  
M 33 - 56470  
Position #: 954484

Manager 2, DMV  
M 33 - 56470  
Position #: 954956

Manager 2, DMV  
M 33 - 56470  
Position #: 954949

Manager 2, DMV  
M 33 - 56470  
Position #: 954951

Manager 2, DMV  
M 33 - 56470  
Position #: 954953

**To:**

Senior Executive Service  
M 98 - 90752  
(Deputy Director, Financial Management)

Senior Executive Service  
M 98 - 90752  
(Director Information Technology)

Senior Executive Service  
M 98 - 90752  
(Deputy Director, Agency Operations)

Senior Executive Service  
M 98 - 90752  
(Dpty. Dir. Driver Mgt. and Reg. Aff.)

Senior Executive Service  
M 98 - 90752  
(Deputy Director, Operations Support)

**B-57 EARLY SETTLEMENTS**

Jerald Morris  
Department of Personnel  
Release at the end of the working test period

**ACTION:**

**B-58 INVESTIGATOR 1, NEW JERSEY MOTOR VEHICLE COMMISSION**

The Director, Division of Human Resource Management, requests the reallocation of the Investigator 1, New Jersey Motor Vehicle Commission title to the noncompetitive division of the career service on an interim basis.

**ACTION:**